

**The Town of East Haven, CT
Civil Service Commission Minutes
June 11, 2018, 7:00 pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Monday, June 11, 2018 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:05 p.m.

Roll Call:	Mr. John Stacey	Present
	Ms. Marlene Asid	Present
	Mr. Clayton Janer	Present

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A MOTION was made by Mr. Stacey to approve the minutes of the February Regular and Special Meeting, the March 15, 2018 Special Meeting, the April 12, 2018 Special Meeting and the May 15, 2018 Special Meeting as submitted.

Ms. Asid seconded.

Vote: Unanimous.

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY II

The Board of Education is currently interviewing candidates. There is no action to be taken at this time.

BUILDING MAINTENANCE

The exam was held on May 24, 2018. 44 applied, 31 took the exam, 19 passed.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Building Maintenance to be valid for a period of 2 years and to certify the top 3 available names in rank order to fill one position.

Mr. Stacey seconded.

Vote: Unanimous

TOWN CLERK

INDEX CLERK, GRADE LEVEL 10

Melissa Santa Maria was hired effective June 11, 2018.

A MOTION was made by Ms. Asid to certify the employment of Susan Mauro effective January 16, 2018 and to send her the standard probation letter.

Mr. Janer seconded.

Vote: Unanimous

POLICE DEPARTMENT

CERTIFIED PUBLIC SAFETY DISPATCHER

Chief Lennon advised the Commission that he has hired Steven Jaroszewski effective June 20, 2018.

A MOTION was made by Mr. Stacey to certify the employment of Steven Jaroszewski effective June 20, 2018 and to send him the standard probation letter.

Mr. Janer seconded.

Vote: Unanimous

POLICE OFFICER C-NEW RECRUIT EXAM

Application will be available online until June 15, 2018. The exam is scheduled for July 10, 2018 at East Haven High School. To date, we have received 55 applications.

P.O.S.T. CERTIFIED LATERAL TRANSFER-POLICE OFFICER C

The Commission has not been advised that the Police Commission has hired. There is no action to be taken at this time.

FIRE DEPARTMENT

FIREFIGHTER D/PARAMEDIC

Applications are available online until June 15, 2018. We have received 3 applications to date. A test date has not been set.

A MOTION was made by Ms. Asid to suspend the order of the Agenda, move to New Business and add the Item "Public Safety Dispatcher-Uncertified-Request for Exam" to the Agenda.

Mr. Stacey seconded.

Vote: Unanimous.

We received a letter from Chief Lennon asking for a test for Public Safety Dispatcher-Uncertified. The Commission discussed the requirements for this position as opposed to the Certified Public Safety Dispatcher and noted that this position would be open to those applicants who do not hold all of the required licenses and Certifications but that the Town would provide training for all those hired. Employment would be contingent upon successful completion of the training classes.

A MOTION was made by Ms. Asid to begin the testing process for the position of Public Safety Dispatcher-Uncertified which will consist of a written exam with a pass point of 70 to be worth 100% of the final score to be valid for a period of 2 years.

Mr. Stacey Seconded.

Vote: Unanimous

BILLS

A MOTION was made by Mr. Stacey to pay the following bills:

\$646.60 to Hearst Media, Advertising

\$390.00 to Penfield Publication, Advertising

\$294.00 to La Voz, Advertising

\$25.00 to I/O Solutions, Test Rental

\$75.00 to Roberta DeLuca, Procter

\$400.00(est.) to CPS-HR, Test Rental

Mr. Janer seconded.

Vote: Unanimous

PUBLIC WORKS

GENERAL FOREMAN

The Commission reviewed the applications submitted for this position and graded each applicant based on their Training and Experience Rating.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of General Foreman to be valid for a period of 2 years and to certify the top 3 available names in rank order to fill one position.

Mr. Stacey seconded.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 8:55 p.m.

Mr. Janer seconded.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary